



## **GREATER SHEPPARTON HERITAGE ADVISORY COMMITTEE TERMS OF REFERENCE**

*Adopted by Resolution of Council on 16 February 2021  
For Review July 2022*

### **1. Purpose**

The Greater Shepparton Heritage Advisory Committee (HAC) will advise Council on cultural heritage matters across Greater Shepparton. It has no executive authority and will operate in accordance with these Terms of Reference.

### **2. Role of the Greater Shepparton Heritage Advisory Committee**

- a. Act as an advisory committee to Council on cultural heritage and conservation issues within the Municipality.
- b. Promote community participation in, and awareness of, cultural heritage issues within the Municipality.
- c. Provide:
  - i. an advocacy role in cultural heritage matters within the Municipality and to Council,
  - ii. advice on best practice in the management and conservation of all cultural heritage and its applicability to the Municipality,
  - iii. advice and recommendations on proposals related to cultural heritage places, collections and objects when referred or brought to the Committee/Council, and
  - iv. advice and recommendations to Council on policy matters relating to cultural heritage including but not limited to, the Greater Shepparton Planning Scheme.
- d. Make recommendations to Council about further work required to conserve, identify, document and promote Greater Shepparton's cultural heritage.
- e. Provide advice on recommendations for nominations of local, state, national or international cultural heritage significance.
- f. Assist Council in the dissemination of information concerning the identification of places and objects of cultural significance.
- g. Provide advice on events, community and school education materials, specialist trade courses, etc. to further cultural heritage and conservation awareness within the Municipality.
- h. Assist the Heritage Advisor(s) appointed by Council to undertake research, identify places for inclusion in a Heritage Overlay or Precinct, and any other strategic level work required by the Heritage Advisor or Council. This will be dependent upon budget availability.
- i. Provide advice on marketing, branding and promotion of heritage and heritage related assets and experiences within the Municipality.

- j. Assist Council in sourcing external funding opportunities to further cultural heritage conservation, promotion, management and education.
- k. Assist Council in hosting a biennial Cultural Heritage Awards ceremony in partnership with HAC. If the Committee deems it to be appropriate, the Awards ceremony may be affiliated with other organisations, such as The National Trust of Australia (Vic). Successful nominations will be selected via a public nomination process. Nominations will be assessed by the Committee against the conservation principles outlined in the Australia ICOMOS (International Council of Monuments and Sites) Burra Charter 2013 and the Cultural Heritage Award Guidelines. A judging panel will be made up of representatives from the Heritage Advisory Committee. The Panel will advise Council of its recommendations for winning entries in each of the Award categories. The Panel can recommend that there be no award in one or more categories.
- l. Assist Council in hosting a biennial Bruce Wilson Memorial Lecture in partnership with HAC. The Lecture will be held in alternate years to the Awards outlined above.
- m. Assist Council in hosting Heritage Open Day Events in partnership with HAC.
- n. Assist Council in determining allocation of Heritage Grants to maintain and conserve properties within the Heritage Overlay in the Greater Shepparton Planning Scheme.

The Committee does not act as an internal referral body to assess/comment upon applications. This stipulation does not limit or prevent individual members of the Committee from making submissions, objections or appeals to current applications or proposals being assessed by Council.

### 3. Committee Membership

- a. The membership of the Committee shall consist of the following members and be approved by resolution of Council:
  - i. Up to two Councillors (voting Committee members);
  - ii. Up to two (2) members of Council's Strategic Planning Team (non-voting Committee members);
  - iii. Council's Heritage Advisor (a non-voting Committee member);
  - iv. one (1) voting Committee member from each of the following ten (10) member organisations (more than one member from each organisation is welcome to attend the Committee meetings but only one member has a vote);
    - Bangerang Cultural Centre;
    - Dookie Historical Society;
    - Historical Society of Mooroopna;
    - Katandra and District History Group;
    - Merrigum and District Historical Society;
    - Murchison and District Historical Society;
    - Shepparton Heritage Centre;
    - Tatura and District Historical Society;
    - Toolamba and District Community Plan Steering Committee; and
    - Yorta Yorta Nation Aboriginal Corporation.

Given that some geographic locations within the Municipality are currently not represented on the Committee, other formally constituted local societies or interest groups that represent an aspect of our heritage are eligible to make an application to join the Committee. Any such additional membership would follow an enabling amendment to the Terms of Reference.

Each member organisation must resolve to nominate a representative to the Committee. In the event that this representative is unable to attend a Committee

meeting, each organisation should nominate a second representative who can attend and vote at Committee meetings in their absence.

- v. a minimum of two (2) and a maximum of six (6) members of the community unaffiliated with any of the organisations outlined above. Council will call for applications from members of the community to sit on the Heritage Advisory Committee as voting members for a two (2) year term. Applications will be assessed by the Heritage Advisory Committee, which will then make recommendations to Council. The Committee is not obliged to nominate candidates to all community positions and will assess each nomination against the candidate's ability to fulfil the Committee's functions as outlined in the Committee's Terms of Reference, as well as the following selection criteria:
- An awareness of, and an interest in, the cultural heritage of the Municipality, and a willingness to have an input into the issues relating to this heritage;
  - A commitment to the preservation of cultural heritage sites within the Municipality;
  - A knowledge of heritage conservation processes and a willingness to acquire further knowledge;
  - The ability to access historical or conservation networks and stakeholder groups;
  - The ability to promote heritage within the Municipality; and
  - Experience in an area of building conservation.

The Committee will advise Council of its recommendations for community positions. Should a vacancy occur within the appointed time frame, Council may appoint a replacement for the balance of the term.

- b. Council will provide appropriate officers to support the HAC as the need arises and within the scope of its role. Examples of this in practice could include conducting master classes to provide for capacity building within the Committee, updating the Committee on projects and activities within Council that may be of interest or have a bearing on the Committee's role and/or activities, and supporting the Committee's site visitations and education tours.

#### **4. Committee Meeting Procedure**

- a. A Chairperson, Deputy Chairperson and Secretary will be elected by the Committee for the duration of a one (1) year term, with eligibility for no more than three (3) consecutive terms. The Chairperson of any Sub-Committee will also be appointed by the Sub-Committee for the duration of one (1) year.
- b. If the Chairperson is not present at a Committee meeting, the Deputy Chairperson must preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint a Chairperson for that meeting.
- c. In the event that a member cannot attend a Committee meeting, an apology must be received. HAC members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at, and active participation in, Committee meetings. It is expected that each representative of the member organisations of the HAC will attend a minimum of six meetings per calendar year.
- d. Members who anticipate successive absences due to personal or family health problems, travel, temporary work obligations, or similar cause should apply for a leave of absence from the Committee.
- e. The Committee's position on any issue under consideration will be made upon a majority vote by members present or, when determined by the Committee, by proxy.

In the event of an equal number of votes, the Chairperson shall have an additional casting vote.

- f. The Committee shall have a quorum which is equal to one-half plus one of the total number of voting Committee members.
- g. When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.
- h. The Committee shall meet at least every month, except January, or as otherwise determined by the Committee. The frequency of any Sub-Committee meetings will be determined by the Chairperson of each Sub-Committee.

Meeting structure, agenda and minute formats should meet the needs of the Committee, while ensuring consistency, completeness and accountability. It is recommended that any meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken, and any recommendations.

## 5. Committee Conduct Principles

Committee members are expected to:

- attend meetings on a regular basis, or provide an apology prior to the meeting;
- actively participate in Committee discussions and offer their opinions and views;
- actively participate in at least one (1) Sub-Committee outside scheduled monthly HAC meetings, subject to the purpose of the Sub-Committee, with the exception of Councillor representatives to the Committee and Council staff;
- act with integrity, treat all persons with respect, and have due regard to the opinions, rights and responsibilities of others; and
- avoid conflicts of interest and the releasing of confidential information.

## 6. Assemblies of Councillors

The definition of an Assembly of Councillors includes any meeting of an advisory committee of Council if at least one Councillor is present. Any Councillors in attendance at meetings of the Committee are required to declare any conflicts of interest. Following the meeting, a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance;
- the matters considered;
- any conflicts of interest disclosures made by a Councillor attending; and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO6* (CM Ref: M13/51766) within 7 days of the date of the Committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

## 7. Review

The Terms of Reference for the Greater Shepparton Heritage Advisory Committee will be reviewed on a biennial basis prior to the recruitment of community members.